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General Information

The *Student Information* page is the main hub for actions a designated school official (DSO) can take on a student record. This page displays current information in SEVIS about a student’s specific program of study. It provides easy access to update the student’s record, when needed.



The page lists all information for a specific program of study. It does **NOT** display information on:

- Prior programs of study under the same SEVIS ID.
- Programs of study pursued by the same individual under a different SEVIS ID.

The *Student Information* page has multiple sections for easy viewing and access of student information:

- Student Information header
- Print buttons
- Alerts/Flags/Indicator section
- English Proficiency
- I-901 SEVIS Fee Payment
- Personal/Contact
- Overall Remarks
- Program
- Registration



- Additional Names
- School
- Travel
- Visa
- Passport
- Financial
- Dependents
- Student Requests
- Correction Requests
- Left panel action links

Access Student Information

To access a student record in SEVIS:

1. [Search for the student record](#) from the *Navigation Bar SEVIS ID Search* field or the *Search* page.
2. Click on the student's last name for the desired record.

The student's record opens to the *Student Information* page. (Full sized image on last page.)



2 Reprint I-20

Print Draft I-20

Student Information

F-1 STUDENT
Griffin, Melody 1

SEVP School for Advanced SEVIS Studies -
SEVP School for Advanced SEVIS Studies
Start Date: August 8, 2011 End Date: June 30, 2015

Status: ACTIVE
Status Change Date: June 24, 2015
SEVIS ID: N0004708499

View: 19

Request/Authorization Details

Employment Information

Actions:
Authorize To Drop Below Full Course

Change Education Level

Complete Program

Disciplinary Action

Shorten Program

Terminate Student

Transfer Out

Employment/Training:
CPT Employment Authorization

Off-Campus Employment

OPT Request

Corrections:
Request Change to Student Request

Request Change to Student Status

View and Cancel Pending Correction Request

Active Post-Completion OPT I-901 Fee Paid 3 I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact 4 Edit

Gender: FEMALE
Date of Birth: August 20, 1980 Age 35
Country of Birth: BAHAMAS, THE
Country of Citizenship: BAHAMAS, THE
Telephone: Student does not have a telephone number.
Email Address: mgmail@gmail.com

U.S. Address: 2450 Crystal Drive , Arlington, VA 22202
Address Status: Not Validated
Foreign Address: 15 Main Street Nassau BAHAMAS, THE

Overall Remarks 5

This student will be eligible for the OPT STEM extension.

Program 6 Edit

Education Level: BACHELOR'S
Major 1 and Name: 14.1901 - Mechanical Engineering
Major 2 and Name: 00.0000 - None
Minor and Name: 00.0000 - None
Program Start Date: August 8, 2011
Program End Date: June 30, 2015

Registration 7 Registration

Initial Session Start Date: August 15, 2011
Current Session End Date: June 24, 2015
Next Session Start Date: July 25, 2015
Length of Next Break/Vacation: 30
Last Session Study/Research Abroad Thesis/Dissertation

English Proficiency 8

School Requires English Proficiency for This Program: Yes
Student Has English Proficiency: Yes

I-901 SEVIS Fee Payment 9

Transaction Type: Payment
Transaction Date: June 6, 2015
Transaction Amount: \$200.00
Fee Payment / Cancellation Receipt Number: EEC07485693256

Additional Names 10 Edit

Passport Name: Melody Griffin
Preferred Name: Melody Griffin
SEVIS Legacy Name: Melody Griffin

Travel 12 Edit

Port of Entry:
Date of Entry:
I-94 Admission Number:
Port of Departure:
Date of Departure:

Passport 14 Edit

Passport Number:
Passport Expiration Date:
Country of Issuance:

Financial 15 Edit

Expenses		Funding	
Estimated Average Cost for Tuition and Fees	02 months \$10,000.00	Student Funding for Student's Personal Funds	02 months \$20,000.00
Living Expenses	\$6,000.00	Funds From This School School Fund Type	
Dependents Expenses Other Costs		Funds From Other Sources Source Type	
Other Costs Comment		On-Campus Employment Total Funding	\$20,000.00
Total Expense	\$16,000.00		

Dependents 16 Edit

Student Requests 17

Request Type: OPT Extension	Request Status: APPROVED APPROVED	Receipt Number: abc
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Correction Requests 18

Request Type: Program Date Change	Request Status: PENDING	Request ID: 121695
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Student Information and Print Options

The top area of *Student Information* Page displays key student information and provides print options for the student's Form I-20:

#	Section	Description
1	Student Information header	Provides information on the student's nonimmigrant status, name, school and campus, start and end dates, status within SEVIS,



#	Section	Description
		status change date, and SEVIS ID number.
2	Print buttons	Provides print functionality for the student with two Form I-20 print buttons: <ul style="list-style-type: none"> • Reprint I-20: Opens the <i>Reprint I-20</i> page. • Print Draft I-20: Opens the Form I-20 as a PDF document. The document's two pages have the word DRAFT as a background watermark.
3	Alerts/Flags/ Indicator	Provides information on any alerts regarding the student record.

Note: The numbers in the first column of the table corresponds to the *Student Information* page graphic for highlighting areas and are not found on the *Student Information* page.

Student Information with Edit Access

The center panel of the *Student Information* page displays student information and provides buttons for quick access to edit the information. Data in most of these sections can be edited by use of the Edit button appearing to the right of the section heading.

Note: The numbers in the first column of the table corresponds to the *Student Information* page graphic for highlighting areas and are not found on the *Student Information* page.

#	Section	Description
4	Personal/Contact	<ul style="list-style-type: none"> • Contains the student's Gender, Date of Birth, Country of Birth, Country of Residence, U.S. and Foreign Telephone Numbers, Email Address, and U.S. Address information. • Click Edit to change these fields.
5	Overall Remarks	<ul style="list-style-type: none"> • Remarks typed in any <i>Remarks about the student</i> field when creating or editing a student record appears in this section. • This field cannot be edited from the <i>Student Information</i> page.
6	Program	<ul style="list-style-type: none"> • Contains information on the student's current program of study enrollment, including Education Level, Major(s) and Minor, Program Start and End Dates. • Click Edit to change these fields. <p>Note: The <i>Program Information</i> page is available to the PDSO and DSO to edit the student's program information, when the student is in Initial or Active status.</p>



#	Section	Description
7	Registration	<p>Provides information on the student's registration, including Initial Session Start and End Dates, Current Session Start and End Dates, Next Session Start and End Dates, Length of Next Break/Vacation, and whether this is the student's Last Session.</p> <p>Note: A PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester and to indicate the next term or session start date. A PDSO or DSO will not be allowed to register a student if the SEVIS I-901 fee has not been paid.</p>
8	English Proficiency	<ul style="list-style-type: none"> Contains information on whether the school requires English proficiency and whether the student has it. Edit this field from the Program section.
9	I-901 SEVIS Fee Payment	<p>Contains information on type of Transaction made and Fee Payment / Cancellation Receipt Number.</p> <p>Note: This field cannot be edited from the <i>Student Information</i> page. To make changes to this section, you must call the SEVIS Help Desk at the number provided at the top of the <i>Student Information</i> page.</p>
10	Additional Names	<ul style="list-style-type: none"> Provides information on the student's Passport Name and Preferred Name, and SEVIS Legacy Name. Click Edit to change the name fields on the <i>Update Personal Information</i> page. <p>Note: See the section on SEVIS Names Standards for detailed information on names.</p>
11	School	<ul style="list-style-type: none"> Contains the School Name, School Code, Campus Name, and School Status in SEVIS. This field cannot be edited.
12	Travel	<ul style="list-style-type: none"> Provides information on the student's Port and Date of Entry, I-94 Admission Number, and Port and Date of Departure. Click Edit to update information on the <i>Travel, Passport, and Visa Information Update</i> page. See User Manual for School Users of SEVIS: Volume II Form I-20 on ice.gov.
13	Visa	<ul style="list-style-type: none"> Contains the student's Visa Number, Issuance and Expiration Dates, and Issuance Post. Click Edit to update information on the <i>Travel, Passport, and Visa Information Update</i> page. See User Manual for School Users of SEVIS: Volume II Form I-20 on ice.gov.



#	Section	Description
14	Passport	<ul style="list-style-type: none"> Contains the student's Passport Number, Expiration Date, and Country of Issuance. Click Edit to update information on the <i>Travel, Passport, and Visa Information Update</i> page. See User Manual for School Users of SEVIS: Volume II Form I-20 on ice.gov.
15	Financial	<ul style="list-style-type: none"> Contains the student's Expenses and Funding for the time period specified. Click Edit to update the student's financial information on the <i>Update Financial Information</i> page.
16	Dependents	<ul style="list-style-type: none"> Provides information on all dependents registered on the student's SEVIS record. Click Edit to add, update, terminate or cancel dependents on the <i>Dependents</i> page.
17	Student Requests	<p>Provides information on requests made by the student that must be filed with USCIS. Examples:</p> <ul style="list-style-type: none"> Change of status OPT Off-campus employment Reinstatement <p>Note: This section does not display, if the DSO has not made any Student Requests. DSOs can use the Request Change to Student Request link under Corrections to change this data.</p>
18	Correction Requests	<p>Displays pending correction requests for the student.</p> <p>Note: This section cannot be edited.</p>

Action Links

The action links on the left side of the *Student Information* page [number 19 on the included page graphic] provide access to the pages used to view or update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. The Action Links Panel is broken into separate sections:

Section	Link	Function
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Section	Link	Function
View	Event History	<ul style="list-style-type: none"> • Opens the <i>Event History</i> page, which allows users to view information about all actions taken on a nonimmigrant's record since it was created. • DSOs can only view events that occurred at their school or at that program level.
View	Request/ Authorization Detail	<ul style="list-style-type: none"> • Opens the <i>Current Request/Authorization Details</i> page. • Only pending requests or approved requests with future end dates appear on this page. <p>Note: The student's past history does not display.</p>
View	<u>Employment Information</u>	<ul style="list-style-type: none"> • Opens the <i>Employment Information</i> page. • This page lists all authorizations for an individual SEVIS ID. <p>Note: It does not list any authorizations for the same individual with another SEVIS ID.</p>
Actions	<u>Authorize to Drop Below Full Course</u>	<ul style="list-style-type: none"> • Opens the <i>Authorize to Drop Below Full Course</i> page. • Lists any existing Authorizations and reason(s). • Provides link to create a New Authorize to Drop Below Full Course.
Actions	Change Education Level	<ul style="list-style-type: none"> • Opens the <i>Create I-20 for Change Education Level</i> page. • Use this link when a student finished one program of study at your school and will begin another one. <p>Note: To correct the student's education level, because of an error in the record, edit the <u>Program Information</u>.</p>
Actions	Complete Program	<ul style="list-style-type: none"> • Opens the <i>Complete Program</i> page. • Use this link when a student has completed his/her stay in the United States and has departed, or will depart in the immediate future.
Actions	Disciplinary Action	<ul style="list-style-type: none"> • Opens the <i>Disciplinary Action</i> page. • Use this page to report a disciplinary action taken, because the student was convicted of a crime. • This update will not affect the student's status. • SEVIS displays this link on records in Active status.



Section	Link	Function
Actions	Extend Program	<ul style="list-style-type: none"> • Opens the <i>Extend Program</i> page. • Use this page to change a student's Program End Date to reflect that additional time is needed to complete the course, because of medical or academic circumstances.
Actions	Shorten Program	<ul style="list-style-type: none"> • Opens the <i>Shorten Program</i> page. • Use this page to update a student's Program End Date to reflect an early end to their program. • The <i>Shorten Program</i> option is available when students are currently in Active status.
Actions	<u>Terminate Student</u>	<ul style="list-style-type: none"> • Opens the <i>Terminate Student</i> page. • Use this link for students who will/are not maintaining their F or M status. • This option displays on records in Active or Initial status. <p>Note: See Terminate a Student/Dependent in SEVIS Help Hub for detailed guidance on this function.</p>
Actions	<u>Transfer Out</u>	<ul style="list-style-type: none"> • Opens the <i>Transfer Out</i> page. • Use this link when a student will transfer their SEVIS record to another school.
<u>Employment/ Training</u>	CPT Employment Authorization	<ul style="list-style-type: none"> • Opens the <i>CPT Employment</i> page. • Use this link to authorize an F-1 student for curricular practical training (CPT) that directly relates to the student's major area of study. <p>Note: Employment/Training section only displays if the student is in Active status.</p>
Employment/ Training	Off-Campus Employment	<ul style="list-style-type: none"> • Opens the <i>Off-Campus Employment</i> page. • Use this link to recommend an F-1 student for Off-Campus Employment. • Off-campus employment must be authorized by USCIS through the issuance of an Employment Authorization Document (EAD). <p>Note: Employment/Training section only displays if the student is in Active status.</p>
Employment/ Training	<u>OPT Request</u>	<ul style="list-style-type: none"> • Opens the <i>OPT Employment</i> page. • Use this link to add, update, or extend optional



Section	Link	Function
		<p>practical training (OPT), as well as reporting employer information.</p> <p>Note: Employment/Training section only displays if the student is in Active status.</p>
Corrections	Request Change to Program Dates	<ul style="list-style-type: none"> • Opens <i>Request Change to Program Dates</i> page. • Use this link to ask SEVP to change a student’s program dates in SEVIS, if you cannot make the change yourself. However, SEVP must approve this type of request. <p>Note: Do not confuse this program date correction with:</p> <ul style="list-style-type: none"> • Extend Program • Shorten Program • Complete Program
Corrections	Request Change to Student Request	<ul style="list-style-type: none"> • Opens <i>Request Change to Student Request</i> page. • Use this link to request a change to the status of a student request in SEVIS, once the student has provided evidence of the correct status.
Corrections	Request Change to Student Status	<ul style="list-style-type: none"> • Opens <i>Request Change to Student Status</i> page. • Use this link to request a change to a student’s status. While school officials can change the status of some records, SEVP must approve most status changes. <p>Note: DSOs may not request a change from Terminated status for transfer-in students in Terminated status. This requires a data fix or a reinstatement.</p>
Corrections	View and Cancel Pending Correction Request	<ul style="list-style-type: none"> • Opens <i>Pending Correction Requests</i> page. • Use this link to view and cancel a pending correction request.
Corrections	Request Change to Termination Reason	<ul style="list-style-type: none"> • Opens <i>Request Change to Termination Reason</i> page. • Use this link to request a change to a termination reason.
Corrections	Return to Initial Status	<ul style="list-style-type: none"> • Opens <i>Confirm</i> message to either Agree or Cancel request. • Use this link to request a return to a student to Initial



Section	Link	Function
		status. Note: DSO must provide a reason for return to Initial status.
Corrections	Extend Program	<ul style="list-style-type: none"> • Opens <i>Confirm</i> message to either Agree or Cancel request. • Use this link to request an extension to a student’s program. • Note: DSO must provide a reason for the extension.

Note: Links on the *Student Information* page allow DSOs to change or correct a student record. The viewable links vary, depending on the status of the student record.

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
May 16, 2016	Initial Release



Student Information

Reprint I-20

Print Draft I-20

F-1 STUDENT
Griffin, Melody

**SEVP School for Advanced SEVIS Studies -
SEVP School for Advanced SEVIS Studies**

Status: **ACTIVE**
Status Change Date: **June 24, 2015**
SEVIS ID: **N0004708499**

View: Active Post-Completion OPT I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

Event History

Request/Authorization Details

Employment Information

Actions:
Authorize To Drop Below Full Course

Change Education Level

Complete Program

Disciplinary Action

Shorten Program

Terminate Student

Transfer Out

Employment/Training:
CPT Employment Authorization

Off-Campus Employment

OPT Request

Corrections:
Request Change to Student Request

Request Change to Student Status

View and Cancel Pending Correction Request

Personal / Contact Edit

Gender: **FEMALE**

Date of Birth: **August 20, 1980** Age: **35**

Country of Birth: **BAHAMAS, THE**

Country of Citizenship: **BAHAMAS, THE**

Telephone: **Student does not have a telephone number.**

Email Address: **mgmail@gmail.com**

Overall Remarks

This student will be eligible for the OPT STEM extension.

Program Edit

Education Level: **BACHELOR'S**

Major 1 and Name: **14.1901 - Mechanical Engineering**

Major 2 and Name: **00.0000 - None**

Minor and Name: **00.0000 - None**

Program Start Date: **August 8, 2011**

Program End Date: **June 30, 2015**

Registration Registration

Initial Session Start Date: **August 15, 2011**

Current Session End Date: **June 24, 2015**

Next Session Start Date: **July 25, 2015**

Length of Next Break/Vacation: **30**

Last Session: **Study/Research Abroad**

Thesis/Dissertation:

English Proficiency

School Requires English Proficiency for This Program: **Yes**

Student Has English Proficiency: **Yes**

I-901 SEVIS Fee Payment

Transaction Type: **Payment**

Transaction Date: **June 6, 2015**

Transaction Amount: **\$200.00**

Fee Payment / Cancellation Receipt Number: **EEOC7485693256**

Additional Names Edit

Passport Name: **Melody Griffin**

Preferred Name: **Melody Griffin**

SEVIS Legacy Name:

Travel Edit

Port of Entry:

Date of Entry:

I-94 Admission Number:

Port of Departure:

Date of Departure:

Passport Edit

Passport Number:

Passport Expiration Date:

Country of Issuance:

Financial Edit

Expenses	Estimated Average Cost for	Funding
Tuition and Fees	\$10,000.00	Student Funding for Student's Personal Funds
Living Expenses	\$6,000.00	Funds From This School School Fund Type
Dependents Expenses		Funds From Other Sources Source Type
Other Costs		On-Campus Employment
Total Expense	\$16,000.00	Total Funding
		\$20,000.00

Dependents Edit

Student Requests

Request Type	Request Status	Receipt Number
OPT Extension	APPROVED APPROVED	abc

Correction Requests

Request Type	Request Status	Request ID
Program Date Change	PENDING	121695